VILLAGE OF PUT-IN-BAY PLANNING COMMISSION

P.O. BOX 503▪ 435 CATAWBA AVE. ▪ PUT-IN-BAY, OHIO 43456 ▪ 419 285-2443 ▪ pibmc@villageofpib.com

Application for Zoning Permit

The Permit Application and checklist must be completed in its entirety, legible, and submitted with the Original and Five (5) COPIES to the Planning Commission, One (1) copy to the Village Administrator, and a $1000.00 site plan fee. Thia application must be received at least **10 days prior** to the next Scheduled Planning Commission meeting. Planning Commission meetings are held on the 1st and 2nd Thursday of the month at 11:30am at the Village of Put-in-Bay Town Hall.

Permit Checklist – Please place check once completed.

1. ____*Name, address and telephone number of Owner*
2. ____*Name, address and telephone of Agent*
3. ____*Name, address and telephone of person preparing site plan.*
4. ____*North arrow and scale*
5. ____*Location map*
6. ____*Boundaries and dimensions of lot*
7. ____*Acreage of lot or parcel*
8. ____*Existing and proposed land use on site*
9. ____*Existing and proposed zoning on site*
10. ____*Existing land use and zoning of adjacent lots*
11. ____*Building locations and setbacks – Front yard setbacks measured from the road right of way*
12. ____*Existing and proposed access to public or private right of way*
13. ____*Existing and proposed parking*
14. ____*Existing and proposed floor plans*
15. ____*Existing and proposed elevations*
16. ____*Existing and proposed building materials*
17. ____*Proposed signs: location, size, details*
18. ____*Proposed landscaping*
19. ____*Existing and proposed sidewalks*
20. ____*Use of Nautical Theme or Victorian Theme*
21. ____*Site Grading Plan*
22. ____*Water/Sanitary/ Stormwater Drawings*
23. ____*Flood plan information*
24. ____*Provide documentation that water/sewer has been addressed with the Village Administrator*
25. ____*Construction within 300ft of the shoreline must address Lake Erie Water Snake Habitat.*
26. ____*Located in Special Flood Hazard Area (100-year flood plain)* *Yes or No*
27. ____*Payment in Full. Please see the zoning fee schedule.*

Failure to complete all required criteria will result in delays in your application request.
All C1 and C2 districts will require a site plan review through Kleinfelder Group.
***** Please contact the Village Zoning Inspector with any questions at 419 341-0176.**

SITE PLAN/ZONING PERMIT
APPROVAL SHEET

Name of Person Requesting Site Plan Review:

Print: _____

Signature: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Location of Site: _____

**** It is recommended that the Ottawa County Building Department review your site plan before submitting it to the Village Planning Commission.****

Submit: $1000.00, Five (5) copies of the site plan for the Planning Commission, and One (1) copy for the Village of Put-in-Bay Utilities Department.

Clerk Signature: _____ *Received Date:*_____

Village Administrator Approval:

Village Administrator Signature: _____ *Date* _____

Planning Commission Approval:

Chairperson Signature: _____ *Date* _____

*Comments:*_____
_____
_____

Zoning Inspector:

Signature: _____ *Date* _____

Note: If changes are made to the approved site plan, a new application must be submitted, and an additional fee must be paid. Construction must be done as approved.

APPLICATION FOR ZONING PERMIT

Village of Put-in-Bay, Ottawa County, Ohio

Application Number _____

The undersigned hereby applies for a zoning certificate for the following use, to be issued based on the representations contained herein, all of which the applicant says are true:

1. Location of Property _____

   Zoning Classification _____

   Section _____ Block_____ Lot_____ Subdivision _____

2. Name of Landowner _____

   Mailing Address _____

   Telephone _____

   Email address _____

3. Occupant _____

4. Existing Use _____

Proposed Use (explain) _____

_____ New Construction	_____ Business	_____ Electric
_____ Remodeling	_____ Manufacturing	_____ Plumping
_____ Accessory Building	_____Heat	_____Residence

5. Attach a sketch of the lot, showing existing buildings and proposed construction or use for which the application is made: Give dimensions and indicate North and provide the following information:

a) Main Road Frontage _____ feet

b) Set Back from side of road Right-of Way _____ feet

c) Side Yard Clearance

_____ Side _____ feet

_____ Side _____ feet

d) Rear Yard Clearance _____ feet

e) Dimensions of building: Width_____ Depth_____

f) Depth of lot from right-of-way _____ feet.

g) Highest point of building above the establish grade _____feet

Number of stories _____ (Usable floor space designed for use as living quarters, exclusive of basements, porches, garages, terraces, attics, or partial stories.)

First Floor _____ square feet Second Floor _____ square feet

Off Street Parking _____ Number of Spaces (each space is to 10ft. x 20ft

*****Please contact the Village Utilities Department for a review of the management and wastewater flow direction. Must show approval prior to applying for a zoning permit. *****

Applications with the zoning classification of C1 or C2 are required to have a site plan review by Kleinfelder and site plan approval from the Village of Put-in-Bay Utilities Department. The application and the application fee must be submitted to the Planning Commission clerk before the site plan review. The applicant is responsible for all fees associated with the review.

All applications must be received at least 10 days prior to the Planning Commission meeting to be added to the agenda.

For application fees, please make one check payable to the Village of Put-in-Bay. Please see the Zoning Fee Schedule for fee amounts.

Applicants must be in good standing with the Village Business License Ordinance. 1262.04 of the Zoning manual addresses being in violation of any Planning Commission Regulation and/or Village Ordinances

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By signing this application, you certify that all information provided in this application is true and correct.

Applicant (Must be Owner):

_____ _____
Signature Date

Witness:

_____ _____
Signature Date

Submit 5 copies of original application, site plan, along with the application fees to:

Village of Put-in-Bay Planning Commission
435 Catawba Ave.
PO Box 245
Put-in-Bay, Ohio 43456
Email: pibmc@villageofpib.com

Please contact the Village Zoning Inspector at 419 341-0176 or the Village Planning Commission Clerk at 419 285-2443 with any questions.

Application # _____

ZONING CERTIFICATE

Upon the basis of Application No. _____, the statements in which are made are found to be in accordance with the Village Zoning Ordinance and hereby _____for the _____ District.
(approved/denied)

_____ _____
Village Zoning Inspector Date
Put-in-Bay Village, Ottawa County, Ohio

Date application received: _____ Date application ruled on: _____

Amount of Fee: _____ Amount Paid: (Date & Check #): _____

If certificate refused, reason for refusal:
_____
_____
_____
_____
_____
_____
_____